

**THIS SAMPLE CONTINGENCY PLAN IS MEANT ONLY
AS AN EXAMPLE TO BE USED AS A GUIDE IN
PREPARING YOUR FACILITY-SPECIFIC
CONTINGENCY PLAN.**

**NOTE THAT THIS IS AN OLD DOCUMENT AND ANY
SPECIFIC INFORMATION (E.G., PHONE NUMBERS)
ARE PROBABLY OUTDATED.**

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Revised:

Hazardous Material
Contingency Plan
For
Harbour Pointe
Honeywell
Marine Systems Division

**HAZARDOUS MATERIAL EMERGENCY TEAM
ORGANIZATION AND RESPONSIBILITIES**

A. ORGANIZATION

The Hazardous Material Emergency Team is composed of individuals selected to provide an efficient and **effective response** to all types of emergency incidents where hazardous materials are involved. The current team members and other emergency contacts are listed in Table 1, along with their phone numbers.

The Hazardous Material Emergency Coordinator is directly responsible for assuming authority to quickly and safely control all emergency situations involving releases of significant quantities of hazardous materials. Very small releases may be handled by the User Department Supervisor as indicated in the "Spill Response Team Notification" section of the Emergency Action Plan for Harbour Pointe. (Attachment A)

In the absence of the Hazardous Material Emergency Coordinator, the Secondary Hazardous Material Emergency Coordinator will assume the authority and the responsibilities. Likewise, one of the Alternate Hazardous Material Emergency Coordinators will assume the lead role when both of the above are absent from the facility.

If the released hazardous material is involved in a fire situation, the Hazardous Material Emergency Coordinator will work with the Emergency Director to best control the combined hazards. The Emergency Director will be the first person available from the list given in the "Command Organization for MSD Emergency Action Plan" section of the Emergency Action Plan for Harbour Pointe (Attachment B).

TABLE -1
HAZARDOUS MATERIAL EMERGENCY CONTACTS

Hazardous Material Emergency Coordinator	Business Phone	Home Phone
Tony Fackelmann	3668	881-4294
<u>Secondary Hazardous Material Emergency Coordinator</u>		
Nick Pakinas	3333	483-0134
<u>Alternate Hazardous Material Emergency Coordinators</u>		
Jim Lee (Maintenance Supervisor)	3191	778-1801
Hymie Ruybal (Janitorial Supervisor)	3360 or 339-0500 (beeper)	
Department of Ecology N. W. Regional Office (Redmond)	867-7000	
<u>National Response Center</u>		
24-hr hotline	(800) 424-8802	
<u>Snohomish County</u>		
Department of Emergency Management	258-6461	
Fire Department (Fire District #-1)	911	
Sheriff's Office	911	
<u>Emergency Directors</u>		
Jerry Smith (Production Director)	3060	353-0181
Jim Durand (Facility Services Manager)	3030	827-3-173
Jim Messner (Plant Engineering Supervisor)	3080	64-1-3930

Spill Response Team Members

Dan Tyburec (Team Leader)	3600	630-2-193
Mike Bliss	3348	
Elmer Corbin	3348	
David Kovar	3348	
Danny LaFave	3348	
Leon Nune--	3348	
Jim Po	3332	
Craig Shover	3348	
Mike Warner	3348	

B. RESPONSIBILITIES

The responsibilities of the Emergency Director, Hazardous Material Emergency Coordinator, Spill **Response Team Leader**, **User Department Supervisor**, and Spill Response Team Members are detailed in the "Personal Assignments and Responsibilities" section of the Emergency Action Plan for Harbour Pointe (Attachment C).

Additional responsibilities under this Plan are detailed below.

1. Secondary Hazardous Material Emergency Coordinator.

The Division Safety Engineer is the designated Secondary Hazardous Material Emergency Coordinator.

The responsibilities of the Secondary Hazardous Material Emergency Coordinator are:

- Acting in the capacity of the Hazardous Material Emergency Coordinator in his/her absence;
- Assisting in the development of hazardous material emergency procedures;
- assisting in spill response cleanup activities, when required.

2. Alternate Hazardous Material Emergency Coordinator

In the absence of both the Hazardous Material Emergency Coordinator and the Secondary Hazardous Material Emergency Coordinator, either of the above shall designate an Alternate Emergency Coordinator to assume their responsibility.

The responsibilities of the Alternate Hazardous Material Emergency Coordinator are identical to those of the Secondary Emergency Coordinator.

3. Maintenance/Janitorial Supervisors

The Maintenance/Janitorial Supervisors responsibilities include:

- assisting in spill response cleanup, activities, when required;
- Acting as the Alternate Hazardous Material Emergency Coordinator if emergencies occur during non-working hours and they are present in the facility.

HAZARDOUS MATERIAL EMERGENCY ACTIONS

A. SPILL RESPONSE TEAM NOTIFICATION

The procedure for Spill Response Team Notification is covered in the Emergency Action Plan for Harbour Pointe (Attachment A).

B. SPILL RESPONSE TEAM ACTIONS

When the Spill Response Team is activated, the Spill Team Leader should instruct the needed members on duty to report immediately to the Spill Response Team stockroom. Once there, the Hazardous Material Emergency Coordinator or his/her alternate will inform the Team of the situation and appropriate actions that need be taken. Team actions will always be taken with a minimum of two individuals.

C. FIRE EMERGENCY

Fire emergency procedures are detailed in the "Major Emergency Situations" section of the Emergency Action Plan for Harbour Pointe.

D. BUILDING EVACUATION

The Hazardous Material Emergency Coordinator has the authority to initiate building evacuation if necessary. Specific evacuation procedures are detailed in the Emergency Action Plan for Harbour Pointe.

GOVERNMENT NOTIFICATION

The procedure for notification of the appropriate local, state, or federal authorities is covered in the "Government Notification" section of the Emergency Plan for Harbour Pointe (Attachment D).

HAZARDOUS MATERIAL EMERGENCY EQUIPMENT

A. SPILL

CONTROL EQUIPMENT/SUPPLIES

Spill control stations are to be maintained in the vicinity of all department areas where hazardous materials are handled. Each User Department Supervisor must ensure that the spill control stations located within their individual departments are maintained and stocked. Restocking supplies can be obtained by contacting the Hazardous Material Emergency Coordinator.

At a minimum, the spill control stations should be stocked with the items listed in Table 3.

2. Spill Response Team Stockroom

The Spill Response Team shall maintain a stock of spill control supplies and personnel protective equipment adequate to safely contain, control, and clean up spills of a quantity equal to the largest container of hazardous materials within the facility. These supplies and equipment must be available for use at all times. Additional stocks of certain items are available from MSD stores.

At a minimum, the Spill Response Team stock should include the items listed in Table 3.

3. Chemical Storage Area

The chemical storage area has a spill control station and additional supplies to adequately deal with larger spill situations. The area will be stocked with the spill control supplies listed in Table 3.

TABLE 3

MINIMUM STOCKING REQUIREMENTS FOR SPILL RESPONSE EQUIPMENT

<u>Spill Control Supplies</u>	<u>Stations</u>	<u>Stockroom</u>	<u>Chem. Storage</u>
Spill control cart	0	1	0
Mop bucket with mop/ringer	0	1	0
Plug-N-Dike plug rugs, cartons	0	1	0
Plug-N-Dike premix, carton	0	1	0
Spill squeeze	0	1	0
"Danger Chemical Spill" sign	0	2	0
Spark resistant shovel	0	1	0
Barricade tape, roll	0	1	0
Spill control pillows, 250ml	4	25	4
Spill control pillows, 1 L	2	25	2
Spill control pillows, 4 L	0	25	10
Spill Control Towels	5	50	2
PIG response pack	0	1	0
Spill-X-A,	2	50	2
Spill-X-S'	1	32	2
Spill-X-C,	2	42	2
Sorbal, 50 LB. Bags	1	10	5
Hazardous Waste Disposal Bags	2	10	5
Hazardous Waste Labels	2	10	10
Broom	0	1	0
Dust pan	0	1	0
pH paper, box	0	1	0
Paint can, 1 gal	0	2	0
Drum pump for corrosives	0	1	0
Drum pump for flammables	0	1	0
Open head, 55-gallon steel drum	0	0	1
Closed head, 55-gallon steel drum	0	0	2
Closed head, 55-gallon plastic drum	0	0	2
Closed head, 5-gallon plastic drum	0	0	2
Non-sparking bung wrench	0	0	1
FM-approved drum funnel	0	0	1

Protective Equipment

Dual-Purpose Ultralite air mask	0	2	0
Breathing air cylinder with regulator	0	1	0
Cylinder cart	0	1	0
Full-face respirator w/ nosecup	0	8	0
Organic vapor cartridges, pair	0	5	0
Dust cartridges, pair	0	5	0
Ammonia cartridges, pair	0	5	0
Acid gas cartridges, pair	0	5	0

Dust/mist prefilters, pair	0	5	0
Neoprene, steel toe boots, pair	0	8	0
Saranex coveralls, pair	0	5	0
NBR gloves, pair of M and L	2	12	2
PVC gloves, pair of M and L	0	12	0
PVA or Viton gloves, pair of M and L	0	2	0
Respirator Cleaner/Sanitizer, boxes	0	1	0
Safety goggles	1	2	2

11. FIRE FIGHTING EQUIPMENT

The Harbour Pointe facility is equipped with a wet-pipe automatic fire protection system. Certain strategic locations have also been wired with smoke detector equipment. In addition, portable ABC-type dry chemical fire extinguishers are located in areas of easy access throughout the facility. The chemical storage building at Harbour Pointe has an automatic foam (AFFF) fire control system.

CONTRACTOR ARRANGEMENTS

At this time no specific arrangements have been made with individual spill cleanup contractors; however, the list below indicates area contractors that provide the spill cleanup services that may potentially be required.

Company	Phone
Crowley Environmental Services	682-4898
Davis Industries, Inc.	783-5959

HOSPITAL/MEDICAL ARRANGEMENTS

All emergency care requiring ambulance service should be obtained by contacting Snohomish County Fire District #1 (Medic One). Either the First Aid Room Attendant or the South Guard Station should make this contact. Emergency care not requiring ambulance service can be obtained at either Stevens-Memorial Hospital, Providence Hospital, or Chec Medical Center.

Dr. Patrica Sparks, Director of the Providence Medical Center, handles all non-emergency occupational health concerns for Harbour Pointe employees. Employees should contact their supervisor who should request scheduling help through the First Aid Room Attendant. If Dr. Sparks is unavailable, arrangements have been made with the Everett Clinic to provide non-emergency health care.

Emergency Care

Snohomish County Fire District #-1 (Medic One)
or 911

775-4545

Stevens Memorial Hospital (Edmonds)	774-0555
Providence Hospital (Everett)	258-7555
Chec Medical Center (Lynnwood)	774-8758

Non-emergency Care

Dr. Patrica Sparks	329-0200
	or
	523-7149
Everett Clinic	259-0966

CONTINGENCY PLAN DISTRIBUTION

The following outside agencies have been provided with a copy of the Hazardous Material Contingency Plan for Harbour Pointe.

Outside Agencies

Snohomish County Sheriff's Office
Snohomish County Fire District #-1
Snohomish Count Department of Emergency Management
Stevens Memorial Hospital
Providence Hospital
Department of Ecology (Redmond)

ATTACHMENT A

SPILL RESPONSE TEAM NOTIFICATION

Any supervisor or employee that discovers a spill or leak of one pint or more of a red labeled hazardous material or one quart or more of a yellow or green labeled hazardous material shall immediately assess the type, quantity, and related hazards; as soon as possible notify the Hazardous Material Emergency Coordinators (ext. 3668). If the Hazardous Material Emergency Coordinator cannot be reached, the Secondary Hazardous Material Emergency Coordinator should be contacted at the same number or ext. 3333. if neither can be reached dial *0# to reach the South Guard Station. The guard then becomes responsible for contacting the proper person of authority.

For spills of less than one pint of a red labeled hazardous material or less than one -quart of a yellow or green labeled material, the employee shall notify the department supervisor, who shall make an incident-specific judgment on whether the Hazardous Material Emergency Coordinator should be notified. If any doubt exists, the Hazardous Material Emergency Coordinator should be notified for a determination.

The Hazardous Material Emergency Coordinator will evaluate the information provided by the spill notifier and determine whether the Spill Response Team should be notified immediately or whether further investigation is necessary before a decision on Spill Response Team notification can be made. When notifying the Spill Response Team is deemed necessary, the Hazardous Material Emergency Coordinator activates the Team by contacting the Spill Team Leader.

ATTACHMENT 8

COMMAND ORGANIZATION FOR MSD EMERGENCY ACTION PLAN

The following personnel will make up the command organizational structure for all emergencies arising under the scope of this plan. The Emergency Director will be the first person available from the following list. That person will assume control of the emergency situation and will direct activities until relieved by a person higher in the chain of command or by the Vice-President and General Manager.

Production Director	E. G. Smith	Ext. 3010
Facilities Service Manager	J. D. Durand	Ext. 3030
Plant Engineering Supervisor	D. J. Messner	Ext. 3080
Hazardous Material Coordinator	A. M. Fackelmann	Ext. 3668
Secondary Hazardous Material Coordinator	N. F. Pakinas	Ext. 3333

ATTACHMENT C

PERSONNEL ASSIGNMENTS AND RESPONSIBILITIES

During emergency situations, **the command organization will be as follows:**

A. DIRECTING AUTHORITY

Is a member of the overall command group, responsible to the Vice-President & General Manager of MSD for the management and general supervision of this plan during emergency situations. The directing authority will assume general charge of all matters pertaining to policy and organization of the emergency. The duties and responsibilities of the directing authority are:

1. Establish a command post in any suitable location. Request the emergency team to report to the command post and direct their activities.
2. Maintain constant communications **with affected areas** of the facility and take action according to his or her analysis of the situation.
3. Coordinate activities of outside agencies with the emergency control organization during the former's presence in the building.
4. Keep the Vice-President & General Manager informed as the action being taken and the results accomplished.

B. HAZARDOUS MATERIAL EMERGENCY COORDINATOR

The Division Environmental Engineer is the designated Hazardous Material Emergency Coordinator for all emergency situations involving hazardous materials. The Hazardous Material Emergency Coordinator has the authority to commit the resources needed to coordinate and carry out all emergency response measures. The Hazardous Material Emergency Coordinator must at all times during facility operation either be in the facility, on call, or designate secondary or alternate emergency coordinators to assume responsibility.

The responsibilities of the Hazardous Material Emergency Coordinator are:

1. Coordinating all mitigative actions taken at hazardous material incidents.
2. Notifying the Department of Ecology and the National Response Center if the facility has had a release, fire, or explosion that could threaten human health or the environment outside the facility.
3. Developing and ensuring adherence to hazardous material emergency procedures.
4. Training or ensuring the training of the Spill Response Team.
5. Maintaining a current Hazardous Material Contingency Plan.

6. Providing for treating, storing, or disposal of any waste or contaminated materials.
7. Contacting and arranging for a spill cleanup contractor, if required.
8. Monitoring for leaks, pressure build up, of airborne releases wherever appropriate.
9. Designating an Alternate Hazardous Material Emergency Coordinator to assume responsibilities, if needed.
10. Notifying the Spill Response Team Leader when the team must be activated.
11. Assisting local government officials in determining whether any evacuation of the public may be necessary.
12. Ensuring that all emergency equipment is cleaned and fit for its intended use before operations are resumed.
13. Keeping a written record of any incident that requires implementing the Contingency Plan and submitting a written report to the Department of Ecology.

C. EMERGENCY ACTION TEAM

Is a management group which will function in all emergency disaster situations. The team will include plant engineers, maintenance personnel, and switchboard operators.

D. AREA WARDENS

Are department supervisors or designees selected to carry out the MSD Emergency Action Plan in an assigned area of the facility. The Area Wardens for each area are shown in this plan (Page 4-9) and are posted in each area. The duties and responsibilities of Area Wardens are:

1. Be responsible for seeing that all employees are familiar with the "General Rules of Conduct for Evacuation" in Case of emergency (Page 3-6).
2. When authorized by the Production Director, conduct prearranged drills or tests in their areas.
3. Determine, in the absence of the emergency action team members whether or not the personnel in their areas should be evacuated from the area or the building.
4. Give verbally the command for evacuation of the building to personnel in their areas, indicating the exit to be used or the assembly area if these differ from the posted plan.
5. Give guidance and assistance to any visitors in the area.
6. Be responsible for the condition of aisles and passageways and see that chairs, benches, and other objects are promptly removed to ensure that passageways are clear.

7. Conduct area inspection at the time of evacuation and search to see that all employees are out.

FIRST AID UNIT

Consists of three employees permanently assigned to their duties. These assignments will be posted in a conspicuous location in each area as designated in this plan and on the bulletin boards. The duties and responsibilities of the First Aid Unit are:

1. Report to the first aid station, unless a fire in that area necessitates a change of location.
2. Render any necessary assistance in first aid treatment.
3. Arrange through the communications unit for removal of injured personnel to outside medical facilities.

COMMUNICATIONS UNIT

Consists of the switchboard operators and the teletype operator; mail and file clerks will be designated messengers for the communications unit. The basic communications equipment of the facility will be the telephone, PA System and the fire alarm system. The duties and responsibilities of the Communications Unit are:

1. Maintain essential telephone, PA, or messenger service within the building for as long as equipment remains in working condition, or until directed to evacuate communication personnel to an area of safety.
2. Provide for the screening of all outside telephone calls and the elimination of any nonessential calls.
3. *Establish and* maintain communications liaison among the fire marshal, area wardens, and emergency units when so instructed.
4. Personally ensure the evacuation for communication personnel in accordance with instructions.

G. INVESTIGATION UNIT

Consists of members of the emergency action team, the Directors of Legal Affairs, and the Director of Human Resources. The duties and responsibilities of the Investigation Unit are:

1. Record pertinent factual conditions at the time of, or immediately after, the emergency.

2. In the case of a fire or explosion, interview as promptly as possible all available witnesses and others as necessary to establish a complete factual report.
3. Establish prompt and positive identification of injured persons or casualties.
4. Assist or coordinate the activities of other inquiry boards or special investigations (Page -1-1, C. "Release of Information").
5. Forward the complete documentation pertaining to the emergency to the Vice President and General Manager.

H. GUARD UNIT

Is made up from those on duty to monitor the exits and prevent unauthorized entry in the event that a complete evacuation is necessary.

1. SPILL RESPONSE TEAM LEADER

The Spill Response Team Leader is under the direction of t h e Hazardous Material Emergency Coordinator or his/her designee.

The responsibilities of the Spill Response Team Leader are:

1. Organizing the Spill Response Team Members and equipment to respond to spill incidents in a effective manner.
2. Ensuring that an adequate stock of protective equipment and clothing, spill control equipment and supplies are available in the Spill Response Team Stockroom for foreseeable emergencies.

SPILL RESPONSE TEAM

The Spill Response Team Members are under the direct supervision of the Spill Response Team Leader.

The responsibilities of the Spill Response Team Members are:

1. Responding to chemical spills under the direction of the Team Leader or hazardous Material Emergency Coordinator.
2. Maintaining all spill response equipment in operating order.
3. Attending all required training sessions.

If a release, fire, or explosion of a hazardous material occurs which could threaten public health or the environment outside the facility, the Hazardous Material Emergency Coordinator must immediately notify the appropriate local, state, or federal authorities.

ATTACHMENT D

GOVERNMENT NOTIFICATION

If evacuation of the local public areas may be advisable, the Snohomish County Department of Emergency Management must be notified (256-646-1).

If a Reportable Quantity (RG) of a hazardous material is released or if the amount released is uncertain, the National Response Center must be notified. The RG list is posted in the Safety Office. The information that must be provided includes: name and telephone number of the reporter; name and address of the facility; time and type of incident; name and quantity of materials involved; the extent known; the extent of injuries, if any; and the possible hazards to human health or the environment.

Within 15 days of any incident that required implementation of the contingency plan, a written report on the incident must be submitted to the Department of Ecology. The report must include:

1. Name and address of the facility and telephone number of the facility contact.
2. Date, time, and type of incident.
3. Name and quantity of material involved.
4. The extent of injuries, if any.
5. An assessment of actual or potential hazards to human health or the environment, where applicable.
6. Estimated quantity and disposition of recovered material that resulted from the incident.
7. Cause of the incident.
- 8.. Description of corrective action taken to prevent recurrence of the incident.